



CITY OF FARMERSVILLE

Conditional Use Permit Application Checklist/Packet

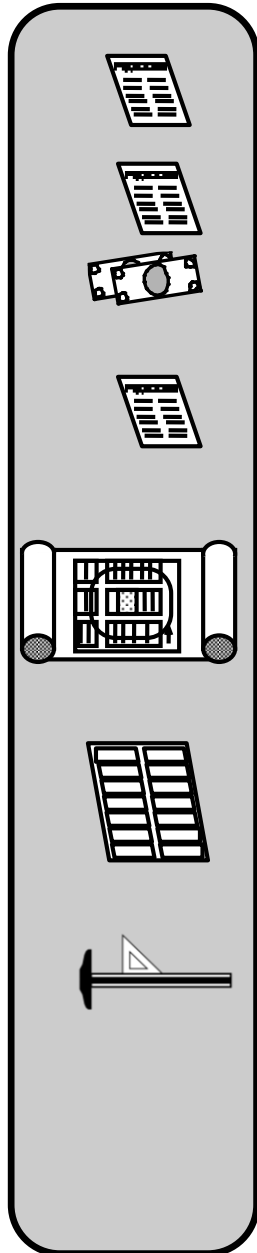
COMMUNITY DEVELOPMENT DEPARTMENT

909 W. VISALIA ROAD

FARMERSVILLE, CA 93223

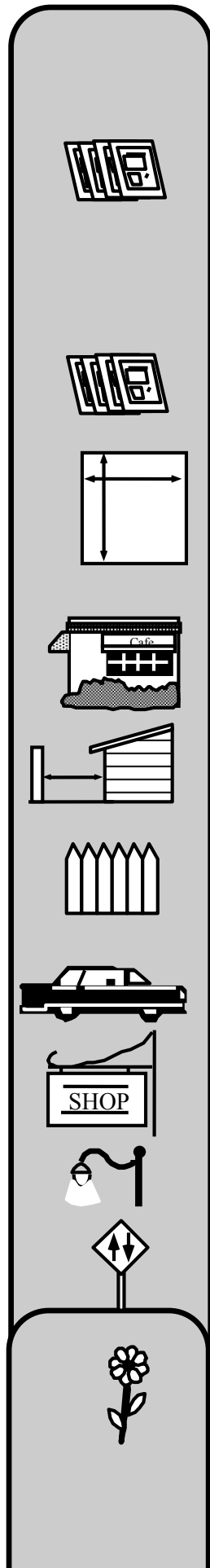
(559) 747-0458

The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and, as noted, some items are not normally required. If you are not sure, ask planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted. Processing of your application could be delayed if required information is missing, inaccurate or incomplete.



SUBMIT THE FOLLOWING:

1. **Application Form.** Attached to this packet (see p. 7).
2. **Project Questionnaire.** Attached to this packet (see pp. 5-6)
2. **Application Fee:** \$1,500 plus engineer's fees (engineer's fees will be billed upon completion of processing)
3. **Environmental Description Form.** *Certain projects are required to be reviewed for their potential impacts on the environment. Fees are required for this review. Staff will inform you if your project is subject to this review.*
4. **An Assessor's Parcel map** showing all properties within 300 feet of the subject property. *State law requires that all property owners within 300 feet of a Conditional Use Permit be notified of the public hearing for the permit. This information and mailing labels (see below) is available at the Tulare County Resource Management Agency (733-6291)*
5. **One set of stick-on address labels** for all property owners within 300 feet of subject property, plus a copy of each label sheet. *Staff will use these labels to mail notice of the public hearing to neighboring property owners. This information is available at the Tulare County Resource Management Agency (624-7000)*
6. **Design Review.** Projects that include new exterior construction must be reviewed for compliance with the Farmersville Design Guidelines. You will need to fill out the Design Guidelines questionnaire and submit that with your application. Applicants should obtain and review a copy of the Design Guidelines to ensure the project will comply.
7. **Site Plan.** See below.



7. SITE PLAN

For projects involving new construction, a site plan and elevation drawings must be submitted, showing the information listed below. **For projects not involving new construction, a more simple site plan may be submitted,** showing basic information, such as location of the building on the site, location of parking, landscaped areas, storage areas and the location of streets that abut the parcel. Applicants must also submit a basic floor plan for the use. 15 prints of each (site plan and floor plan) shall be provided.

For projects including new construction, the following shall be provided:

() **Fifteen (15) prints of a site plan.** A site plan is a drawing showing the layout of your project. Applicants may wish to pick up the brochure “How to Draw a Site Plan” available at Farmersville City Hall. **The site plan must show the following information:**

() **Site location and dimensions.** The exterior boundaries of the parcel with dimensions of each parcel line.

() **Buildings and Structures.** Location, size, height and proposed use.

() **Yards** and spaces between buildings

() **Walls and fences:** show location, height and materials.

() **Off-street parking** and off-street loading: location, number of spaces and dimensions of parking and loading areas and the internal circulation pattern.

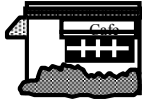
() **Signs,** including location, size, height and type of illumination.

() **Lighting,** including location and general nature - indicate any hooding devices

() **Street dedications** and improvements (if any are required). Existing street improvements that are adjacent to the project site shall be shown on all site plans.

Continued...

() **Landscaping**, including location and plant types, and irrigation equipment.



() **Elevation Drawings** of proposed structures

() Such other data that may be required by staff or the Planning Commission to adequately evaluate your project.

DESIGN GUIDELINES

Projects that involve new construction must comply with the Farmersville Design Guidelines. Please submit a completed copy of the Design Guidelines checklist (available from City Hall).

Findings . . .

To be able to approve the Conditional Use Permit, the Planning Commission must be able to make the following findings:

1. That there are circumstances or conditions applicable to the land, structure or use which makes the granting of a use permit necessary for the preservation and enjoyment of a substantial property right.
2. That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to, or inharmonious with, properties or improvements in the vicinity.
3. That the proposed location of the conditional use is in accordance with the objectives of the zoning ordinance and the purposes of the district in which the site is located.
4. That the proposed use will comply with each of the applicable provisions of this ordinance. A use permit may be revocable, may be granted for a limited time period, or may be granted subject to such conditions as the Planning Commission may prescribe. The Planning Commission may deny an application for a use permit.

Please note that if critical information is missing from the C.U.P. application, the Commission may not be able to make these findings.

Conditional Use Permit process

Flow Chart

This flow chart shows the typical process that occurs during the processing of a Conditional Use Permit application. Applicants should also pick up a copy of the City's brochure entitled "Understanding the "*Conditional Use Permit*" process, available at Farmersville City Hall.

Applicant submits application.

Staff reviews application to determine whether it is complete.

Staff prepares environmental analysis (as necessary) as required by California Environmental Quality Act (CEQA).

Staff prepares report to Planning Commission and prepares notices for public hearing.

Planning Commission public hearing. The Planning Commission may vote to approve or deny the request, or may continue the hearing to receive additional information. The Commission's decision is final unless appealed to the City Council.

If the Planning Commission decision is appealed, staff prepares report to City Council.

City Council public hearing. The City Council considers the appeal and may vote to approve or deny the request, or may continue the hearing to receive more information. The Council's vote is final.